

Middletown Public Library

January 16, 2007 Board Meeting Minutes

6:00p.m. Library Conference Room

Board Members:

Present: John Grisham, Peter Van Steeden, Holly Levine, Lynda Bronaugh,

Steve Arendt, Mary Ulrich-Budlong,

Absent: Ed Wray

Quorum: Yes

Others Present: Barbara Camadeco, Virgel Blaschke

Proceedings:

- . Meeting called to order at 6:07 pm by Chair, John Grisham**
- . Motion to accept December 11, 2007 minutes. For: John Grisham, Peter Van Steeden, Holly Levine, Lynda Bronaugh, and Mary Ulrich-Budlong. Abstained: Steve Arendt. Motion carried**

Correspondence:

- . Notification from Mr. Kempen re: West Main Road Project**
- The change of entrance is a town priority. Barbara Camadeco will attend informational meeting.**
- . Letter from RI State Energy Office**
- An enclosed rebate of \$1450. is to be applied to the library account (56000) total facility maintenance.**

. Director's report

-Written report submitted. Barbara Camadeco orally reviewed information.

- A full report of the fire safety needs will be reported at next meeting.

- Motion to have John Grisham check to see if Director's report is public record. Unanimously carried.

- Motion to accept Director's report. Unanimously carried

. Financial report

-Written flash budget was reviewed.

- Board instructed Holly Levine to notify Finance Department of October 2006 motion to move \$4000 from overtime line item to pay for outstanding attorney's fees that was unanimously approved by the board.

Committee reports:

. Committee appointments by chair

-John Grisham, chair, appointed Steve Arendt to replace of John Grisham on the IT committee.

-John Grisham, chair, appointed Steve Arendt to replace of Peter Van Steeden on the budget committee.

. Budget Committee

John Grisham reported that the budget committee met on January 10.

The figures from Finance Department were extensively reviewed.

John Grisham, Mary Ulrich-Budlong and Steve Arendt will attend the town council meeting re: Capitol Expenditures on Wednesday night.

Budget is due to Town Council after March 2007 board meeting.

. Director Search Committee

- Lynda Bronaugh reported they had their first meeting. It was a planning meeting. The members are going to bring an ad with them to the next meeting. They will be placing an ad on the OLIS's "job-line" and possibly contacting area schools that offer an MLS program in New England.

. Friends of the Library

- Virgel Blaschke reported that the Friends have donated a DVD player and flags to the library. The friend's annual meeting will be at the Mainstay on March 11, 2007 at 12:30. All are welcome.

- John Grisham said he attended today's meeting to help explain, to the extent the law allowed, the events of the last few months. He stated that his reception was mixed.

. Personnel Policies Committee

- John Grisham reported that the committee met January 9, 2007. It was decided that the handbook would be divided into 4 sections. The members have each taken a section and will write a draft of it for the next meeting. It should only take 3 more meetings to complete the revisions. The next meeting will be Jan. 22.

. Children's Room Improvement Committee

- Mary Ulrich-Budlong reported that Beverly Murphy and Rosemary Day are going to be working on the committee. She still has a few people to contact before setting meeting dates. Shelves under the windows in Children's room have been reshaped and area below window has been filled in.

. IT Committee

- Lynda Bronaugh reported that the committee is working on what their next project will be.

. Negotiating Committee.

- Holly Levine reported that the side letters and contract have been filed. The retroactive pay, January raises and new insurance benefits have been instituted. The mediator's evaluation has been sent to the Dept of Labor and Training. The contract's budget obligations for January1-June30/2007 are salary-\$156,000, FICA/Medicare-\$11,700, Insurance\$23,500, Mediator fee-\$1613, final attorney's fee is not yet known.

- Motion to disband the negotiating committee. Unanimously carried.

Unfinished Business:

. UPS System

- The batteries were replaced. They are still not fully operational. The company says it will need a new circuit board to fix.

- Motion to direct Peter Van Steeden to investigate UPS and electrical options. Unanimously carried.

New Business:

. Long-term Capital Improvements

- Stonewall had been mentioned in the past but was tabled by the board.

- Barbara Camadeco to get an estimate for an automatic door opener for the front entrance.

- Barbara Camadeco to arrange for the building to be looked at by an inspector with the aim of finding out what repairs will be needed in the next 5 years.

. Discussion re: Sunday Hours

- Holly Levine to begin research on protocol for opening on Sundays.**
- Motion to direct Holly Levine and Barbara Camadeco to meet with employees about Sunday hours.**

. Discussion re: Donor Recognition

- The Friend's, department heads, and the director have been sending thank you notes. The board asked that they be told in the director's report or Friend's report of donations. A decision as to whether the board should write a special note would be made on a case-by-case basis.**

. Discussion re: Protocol for Public Forum and citizens addressing of agenda items

- Motion to authorize Holly to draft a protocol to request to speak on agenda items and open forum items. Unanimously carried**

. Discussion re: Lori standards and certification update

- Certification Renewal is due March 2007. Barbara Camadeco to review forms and report back to board at Feb meeting with what she needed from board to complete.**
- Barbara Camadeco and John Grisham to complete all forms needed re: waiver form submitted.**

Public presentation to, or discussion with the board

- . Gladys Lavine said that it was much easier to hear the board with the tables in the new "v" formation.**

Open Call by Chair Announcing Executive Session Pursuant to RIGL

42-46-2, 42-46-4, 42-46-5(a)(1) (personnel matters), 42-46-5(a)(2) (litigation and collective bargaining) for the purpose of discussing personnel matters pertaining to Barbara Camadeco, Litigation in connection with Open Meetings Complaint and Potential litigation.

Barbara Camadeco received written notification and requested that the executive session be held in closed session.

Motion to go into executive session. Unanimously carried.

Executive session, Board to discuss contract and employee related matters, door closed, session called to order at 7:50 P.M. – Executive session adjourned at 8:55 pm, doors opened, returned to open meeting.

. Motion to amended November 30,2006 executive session minutes. . For: John Grisham, Peter Van Steeden, Holly Levine, Lynda Bronaugh, and Mary Ulrich-Budlong. Abstained: Steve Arendt. Motion carried.

. Motion to seal amended November 30,2006 executive session minutes. . For: John Grisham, Peter Van Steeden, Holly Levine, Lynda Bronaugh, and Mary Ulrich-Budlong. Abstained: Steve Arendt. Motion carried.

. Motion to accept December 11, 2006 executive session minutes. . For: John Grisham, Peter Van Steeden, Holly Levine, Lynda Bronaugh, and Mary Ulrich-Budlong. Abstained: Steve Arendt. Motion carried.

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John Grisham, Peter Van Steeden, Holly Levine, Lynda Bronaugh, and Mary Ulrich-Budlong. Abstained: Steve Arendt. Motion carried.

Announcements:

Next board meeting will be Feb 20, 2007

Motion to adjourn. Unanimously carried.

Meeting adjourned at 8:57 pm.

Minutes submitted by Secretary, Holly Levine